



**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
10-11 – LEASE OF PERSONAL COMPUTERS AND LAPTOPS**

Acknowledgement: Please acknowledge receipt and interest in this RFP by completing the information requested below and faxing it to (717)780-2325 prior to submittal date.

Also, please include this page with your Proposal.

Firm Name: _____ Contact Name: _____

Address (include city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Cellphone: _____

Check One: We will _____ will not _____ be responding to this RFP.

If not responding, please explain briefly: _____

DATES:		HACC CONTRACT INFORMATION: Garry Crider, Purchasing Manager Central Administration Procurement Office /W130A One HACC Drive, Harrisburg PA 17110-2999 Phone: (717) 780-1164 Fax: (717) 780-2325
Issued:	August 7, 2009	
Deadline for Questions:	August 13, 2009 by 9:00AM	
Response to the Questions:	August 13, 2009 by 4:30PM	
Submit Notice of Intent to Submit Proposal:	August 17, 2009 by 12:00PM	
Proposal Due Date:	August 18, 2009 by 11:00AM	
Award of Contract:	TBD	
Board Meeting: Tuesday, October 6, 2009 All Firms who respond to the RFP will receive a notification letter in the mail within one week after the Board meeting. Bid results will be posted on HACC’s website: www.hacc.edu – Business & Community – Purchasing – Bid Results – Current Bid Results FY09.)		

**REQUEST FOR PROPOSAL
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**

#10-11

for

**LEASE OF PERSONAL COMPUTERS AND LAPTOPS
for**

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Harrisburg, PA

DEADLINE TO SUBMIT PROPOSALS:

**AUGUST 18, 2009
By 11:00AM**

PROPOSALS MUST BE DELIVERED TO:
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
CENTRAL ADMINISTRATION PROCUREMENT OFFICE
ONE HACC DR
HARRISBURG, PA 17110

For information concerning the RFP process, required format and the schedule of activities,
Please direct questions to:

Garry Crider, Purchasing Manager
HACC, Central Pennsylvania's Community College
Central Administration Procurement Office
One HACC Drive
Harrisburg PA 17110
Telephone: 717-780-1164
FAX: 717-780-2325

TABLE OF CONTENTS

1. KEY DATES 5

2. PROPOSAL SUBMISSION CONTENTS 5

3. DEFINITIONS 5

I. PROGRAM REQUIREMENTS 6-7

 A. PURPOSE 6

 B. PROJECT PRICE CHANGES 6

 C. CONTRACT STANDARDS..... 6

 D. INVOICES AND STATEMENTS 6

 E. FINAL INSPECTION AND ACCEPTANCE 7

 F. PAYMENT..... 7

II. REQUEST FOR PROPOSAL 8-9

 A. WORKSCOPE 8

 B. MANDATORY SITE SURVEY 8

 C. RFP CLARIFICATION 8

 D. ADDENDA TO THE RFP 9

 E. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT..... 9

 F. NON-DISCRIMINATION 9

 G. ACCEPTANCE OF PROPOSALS 9

III. GENERAL CONTRACT PROVISIONS 10-11

 A. EXAMINATION OF CONTRACT CONDITIONS 10

 B. ASSIGNMENT OR TRANSFER 10

 C. INDEPENDENT CONTRACTOR 10

 D. INSURANCE 10

 E. INDEMNIFICATION 11

 F. CONTRACT MANAGER 11

 G. TERM OF CONTRACT AND INSTALLATION..... 11

IV. RIGHTS AND REMEDIES 12

 A. ARBITRATION..... 12

 B. LITIGATION 12

 C. VENUE AND JURISDICTION..... 12

 D. RIGHT TO AUDIT 12

 E. FORCE MAJEURE..... 12

V. PROPOSAL SUBMISSION..... 13-14

 A. ECONOMY OF PREPARATION 13

 B. INCURRED COST 13

 C. SIGNATORIES 13

 D. MULTIPLE PROPOSALS..... 13

 E. PROPOSAL DEADLINE 13

 F. NUMBER OF COPIES AND MAILINGS OF PROPOSAL..... 14

VI. FORMAT FOR PROPOSAL..... 15

 A. INTRODUCTION..... 15

 B. COVER LETTER..... 15

 C. DESCRIPTION OF QUALIFICATIONS 15

 D. CONTRACTOR HISTORY..... 15

10-11 Lease of Personal Computers and Laptops

E.	COST PROPOSAL	15
VII.	EVALUATION	16
A.	PROPOSAL PROCESS	16
B.	EVALUATION CRITERIA.....	16
VIII.	AWARD	17
IX.	SPECIFICATIONS/ATTACHMENTS	18-22
X.	COST PROPOSAL SHEETS	23-24
XI.	NOTIFICATION OF INTENT TO ATTEND MANDATORY SITE VISIT	25
XII.	NOTIFICATION OF INTENT TO SUBMIT PROPOSAL	26

1. KEY DATES

Important dates including proposal deadlines are shown below. Formal addendum to this RFP will be issued to the Proposers notifying of any changes to these dates. Dates indicated are tentative and may be changed during the RFP process due to revision(s) of any part of the Request for Proposal because of questions from Proposers and/or additional information requested after the Proposal Opening.

ACTIVITY	DATE & TIME
Issued:	August 7, 2009
Deadline for Questions:	August 13, 2009 by 9:00AM
Response to the Questions:	August 13, 2009 by 4:30PM
Submit Notice of Intent to Submit Proposal:	August 17, 2009 by 12:00PM
Proposal Due Date:	August 18, 2009 by 11:00AM
Award of Contract:	TBD

2. PROPOSAL SUBMISSION CONTENTS

Proposals must include all information required by the following sections:
(Reference Section VI: Format for Proposal)

- a. Cover Letter
- b. Description of Qualifications
- c. Contractor History
- d. Cost Proposal

3. DEFINITIONS

The following terminology shall be used throughout this Request for Proposal.

Campus - HACC, Central Pennsylvania’s Community College Campus, Harrisburg PA

Contract - shall be used herein to refer to the purchase order(s) generated by the final award.

Contractor shall be used herein to refer to the Vendor receiving the final award.

Purchaser - HACC, Central Pennsylvania’s Community College

Response or proposal-as used herein shall be understood to mean the written proposal to provide services.

RFP - Request for Proposal

College - HACC, Central Pennsylvania’s Community College, Harrisburg, PA

Vendor, Bidder, Contractor, Proposer, Supplier - as used herein shall be understood to mean the company, firm or corporation formally submitting a response to this RFP.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
PROGRAM REQUIREMENTS
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS

I. PROGRAM REQUIREMENTS

A. PURPOSE

HACC, Central Pennsylvania’s Community College formally invites responses to provide information to be used in the decision to enter into a Lease of Personal Computers and Laptops at our Harrisburg Campus. The College reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal(s) and to award the contract in the best interests of the College.

All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions and other documents as part of an Offerors response will be waived and have no effect either on this RFP or any contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by an Offeror may be grounds for rejection of the Offerors proposal. Offeror specifically agrees to the conditions set forth in the above paragraph by the signature of its authorized representative on the execution of proposal page contained herein.

B. PROJECT PRICE CHANGES

Any changes in project workscope that alters costs must have prior approval from the Vice President, Finance and College Resources.

HACC, Central Pennsylvania’s Community College Executive Director Procurement and Business Services shall be the authorized representative of the College for purposes of interpretation of contract requirements.

C. CONTRACT STANDARDS

After the Contract(s) are awarded (see award of Contract below) it will be the Contractor representative's responsibility to confirm with the College's authorized representatives, whether or not there is correct and sufficient funds available for the project through the issuance of a Purchase Order.

D. INVOICES AND STATEMENTS

Invoices must be descriptively itemized and must clearly indicate the applicable College Purchase Order number, including the Project Name and Location as well as the HACC account number, and must be submitted in duplicate at time of project completion before payment can be authorized.

A copy of the invoice statement is to be submitted to the "Bill to. . ." location identified per the Purchase Order.

Any invoices submitted without an approved college Purchase Order referenced is subject to being classified as a gift to the College.

E. FINAL INSPECTION AND PROJECT ACCEPTANCE

Determination of adequacy of performance project completion shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Contractor's employees, subcontractors, or subcontractor's employees.

The Project Manager for this project shall be Garry Crider, Purchasing Manager - 717-780-1164.

F. PAYMENT

The College will make payment to the contractor from the approved invoice. Payment will be accomplished within thirty (30) days of project acceptance or invoicing, whichever is later, if the project is as specified and statements are in proper form.

Proposers may include in their response their ability to accept credit card payments and any additional costs related to providing this capability.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

REQUEST FOR PROPOSAL FOR 09-48 LEASE OF PERSONAL COMPUTERS AND LAPTOPS

II. REQUEST FOR PROPOSAL:

HACC, Central Pennsylvania’s Community College formally invites responses to this Request for Proposal to secure funding for an Operating Lease for two thousand one hundred and twenty-seven (2127) Personal Computers and one hundred and four (104) Laptops.

Interested parties are invited to submit proposals to HACC, Central Pennsylvania’s Community College, Central Administration Procurement Department, One HACC Drive, Room W130A, Harrisburg PA 17110. Proposals will be accepted until August 18, 2009, by 11:00AM.

This Request for Proposal contains the instructions governing the proposals to be submitted the materials to be included therein, requirements that must be met to be eligible for consideration, and general guidelines for submission of proposals.

A. WORKSCOPE

To secure an Operating Lease for two thousand one hundred and twenty-seven (2127) Personal Computers and one hundred and four (104) Laptops. (see Section IX: Exhibits / Specifications).

B. MANDATORY SITE VISIT

NONE REQUIRED

C. RFP CLARIFICATION

Proposers may request an explanation of the intent or content of this RFP and clarification of procedures used for this procurement. No interpretation made to any Proposer as to the meaning of the RFP shall be binding on the College unless repeated in writing and distributed as an addendum by the College Central Administration Procurement Office. Official written responses to all relevant written questions will be mailed or faxed by HACC, Central Pennsylvania’s Community College Central Administration Procurement Office.

Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFP # 10-11 to HACC, Central Pennsylvania’s Community College, Central Administration Procurement Office, ATTN: Garry Crider, Purchasing Manager, One HACC Drive, Harrisburg PA 17110, or by Fax 717-780-2325. Email Questions are acceptable at cgcrider@hacc.edu. Such requests must be received no later than August 13, 2009 by 9:00AM.

Failure of the Proposer to make appropriate inquires, evaluate any special conditions, or to verify requirements of this RFP shall not relieve the Contractor of the responsibility of fulfilling the contract in accordance with the terms of this RFP.

Communication concerning the Request for Proposal can only be with Garry Crider, Purchasing Manager (717-780-1164 or cgcrider@hacc.edu). Oral communication with any other College employee, unit, department, or organization concerning this RFP is not binding on the College and shall in no way modify the RFP, or the obligation of the College or the Vendor, and may deem the Proposer’s proposal void.

The college will evaluate a Proposer's "confidence in its own ability to perform" based on a given Proposer's willingness to provide the College with meaningful contractual assurances and remedies.

In summation of the College's general objectives regarding this Request for Proposal, the College has a sincere desire to award the transaction based on reliable information. In other words, Proposers to this RFP will have demonstrated their agreement that whether verbal or written, the company can perform to the requirements of this Proposal.

D. ADDENDA TO THE RFP

In the event that it becomes necessary to revise any part of this RFP, HACC, Central Pennsylvania's Community College Central Administration Procurement Office will provide addenda in writing to the Proposers. No oral statements, explanations, or commitments by whomsoever made shall be of any effect except as the same are confirmed in writing by the College Central Administration Procurement Office.

E. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

HACC, Central Pennsylvania's Community College is committed to affirmative action in accordance with state and federal laws and regulations providing for equal employment opportunity. HACC, Central Pennsylvania's Community College will not contract with any firm that is not an equal opportunity employer.

In accordance with federal and state laws, the contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, color, national origin, sex, age, marital status, religion, creed, political belief, mental or physical disability, or status as Vietnam era or disabled veteran. The contractor will comply with the Americans with Disabilities Act of 1990.

F. NON DISCRIMINATION

HACC, Central Pennsylvania's Community College is committed to non discrimination and equal employment opportunity. HACC, Central Pennsylvania's Community College will not contract with any firm that is not an equal opportunity employer.

G. ACCEPTANCE OF PROPOSALS

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Proposer, as well as the services provided. The College further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any Proposer's response to this RFP.

The College also reserves the right to allow a Bidder to correct a defect in its Bid provided that correction of the defect does not alter the amount of the Bid or the scope of work required under the Bid.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
GENERAL CONTRACTUAL REQUIREMENTS
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS

III. GENERAL CONTRACT PROVISIONS:

A. EXAMINATION OF CONTRACT CONDITIONS

It is the intent of HACC, Central Pennsylvania’s Community College through this Request for Proposal and contract conditions contained herein, to establish to the greatest possible extent, complete clarity regarding the requirements of both parties to the contract resulting from the Request for Proposal.

Before submitting a proposal, the Contractor shall be thoroughly familiar with all contract conditions referred to in this document, and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the Contractor’s responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

By submitting a response to this RFP contractor represents that:

- 1) The contractor has read and understands the Contract specifications and conditions.
- 2) The contractor will perform the work in compliance with Commonwealth of Pennsylvania, Federal and Local Laws, Regulations, Standards, Ordinances and Codes.

B. ASSIGNMENT OR TRANSFER

This contract may not be assigned or transferred in whole or in part, without the written permission of HACC, Central Pennsylvania’s Community College Central Administration Procurement Office, nor may any rights to any monies due or to become due hereunder be assigned.

C. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor providing services for HACC, Central Pennsylvania’s Community College.

D. INSURANCE

The Contractor shall provide insurance coverage as required by this section. Certificates of insurance coverage shall be filed with HACC, Central Pennsylvania’s Community College Central Administration Procurement Office within thirty (30) days of notice of award of contract. In no instance may any work commence prior to receipt of the certificates. A signed contract issued as notice of award shall not be considered valid until HACC, Central Pennsylvania’s Community College Central Administration Procurement has received the certificates.

The Contractor shall maintain the following minimum insurance:

The Contractor shall maintain Comprehensive General Liability Insurance in the amount of \$1,000,000 per claim, \$3,000,000 aggregate and Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The certificates of insurance coverage shall name HACC, Central Pennsylvania’s Community College as

additional insured. Certificates of such insurance shall be filed with the Purchasing Manager and shall be subject to his approval for adequacy of protection prior to commencing work.

Pennsylvania Law requires that the Contractor shall provide statutory worker's compensation insurance for employees. The Contractor shall also require the same insurance when the work is to be performed by a subcontractor. Certificates of such insurance shall be filed with the HACC, Central Pennsylvania's Community College's Purchasing Manager prior to commencing work.

E. INDEMNIFICATION

The Contractor shall hold HACC, Central Pennsylvania's Community College harmless from any liability, costs, or penalties in any way resulting from the performance of the services related to this contract or from the conduct or actions of any persons provided by the Contractor for performance of this agreement and will indemnify the College for any costs of defense paid because of actions of the Contractor or its employees in the performance of this agreement.

F. CONTRACT MANAGER

HACC, Central Pennsylvania's Community College Central Administration Procurement shall be the authorized representative of the College for purposes of interpretation of contract requirements. Determination of adequacy of performance shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Contractor's employees, subcontractors, or subcontractor's employees.

G. TERM OF CONTRACT AND INSTALLATION

The Contractor and HACC, Central Pennsylvania's Community College agree that an agreement resulting from this RFP shall be for a period from the date of award through project completion and acceptance by the College.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**RIGHTS AND REMEDIES
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS**

IV. RIGHTS AND REMEDIES:

A. ARBITRATION

All disputes between the parties to this agreement arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by the College, the College shall also select the number of arbitrators and the manner of arbitration, which shall be either: (1) arbitration according to the rules of the American Arbitration Association; or (2) referral to one of more arbitrators mutually agreed upon by the parties.

When a written decision of the College states that (1) the decision is final but subject to arbitration and (2) a demand for arbitration of a claim covered by such decision must be made within thirty (30) days after the date on which the party making the demand received the final written decision, then failure to demand arbitration within said thirty (30) days' period shall result in the College's decision becoming final and binding upon the College and Contractor.

In responding to a claim brought by a Contractor, the College shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

B. LITIGATION

In the event that any term of this contract is the subject of litigation, it is hereby agreed that the parties in that litigation shall pay their own attorney's fees and court costs incurred including court costs and attorney's fees incurred in appellate proceedings.

C. VENUE AND JURISDICTION

The terms and conditions herein constitute the sole and entire agreement among parties and the laws of the Commonwealth of Pennsylvania shall govern any disputes. The Dauphin County Court of Common Pleas shall have exclusive jurisdiction over any and all litigation arising from the terms of this agreement.

D. RIGHT TO AUDIT

The College and appropriate designated representatives reserve the right to audit the College account records and other financial records of the Contractor, as they pertain to the College. Such audits, shall be performed by auditors selected by the College only if deemed necessary by the College.

E. FORCE MAJEURE

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official governmental and judicial action not the fault of the party failing or delaying in performance.

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**PROPOSAL SUBMISSION
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS**

V. PROPOSAL SUBMISSION:

To receive consideration, proposals shall be made in agreement with the instructions as stated in this RFP, and such proposals and awards made therein shall be subject to all of the terms and conditions hereof:

A. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

B. INCURRED COST

The College is not liable for any costs incurred by the Proposer in the preparation and presentation of their proposals.

C. SIGNATORIES

The proposal shall include information as requested throughout the RFP. The signature of all persons authenticating the proposal shall be printed and written in longhand in the designated area on page one (1) of the RFP. The proposal shall be signed with ink or indelible pencil.

D. MULTIPLE PROPOSALS

A Contractor may submit more than one (1) proposal. At least one of the proposals must be complete and comply with all stated instructions. However, additional proposals may be in an abbreviated form following the same format, but providing only that information that differs in any way from that contained in the complete proposal.

E. PROPOSAL DEADLINE

To be considered for selection, proposals shall arrive at HACC, Central Pennsylvania’s Community College Central Administration Procurement Office, One HACC Drive, Harrisburg, PA, 17110, by 11:00AM on or before August 18, 2009. Proposals must be in a sealed container, clearly marked "Proposal RFP # 10-11 – Lease of Personal Computers and Laptops.

The mailing of proposals shall allow for normal mail delivery time to ensure timely receipt of their proposals by HACC, Central Pennsylvania’s Community College Central Administration Procurement Office. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

F. NUMBER OF COPIES AND MAILING OF PROPOSAL

Two (2) copies of the General Proposal will be submitted in a sealed container clearly marked with the name of the Proposer and labeled "GENERAL PROPOSAL - RFP #10-11". One (1) of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a Contractor signature. The remaining copies do not require original signatures.

10-11 Lease of Personal Computers and Laptops

The proposals must be addressed as follows:

Proposal RFP # 10-11
HACC, Central Pennsylvania Community College
Central Administration Procurement Office
ATTN: Garry Crider, Purchasing Manager
One HACC Drive
Harrisburg PA 17110

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
FORMAT FOR PROPOSAL
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS**

VI. FORMAT FOR PROPOSAL:

A. INTRODUCTION

Any term or condition stated in this RFP document shall be considered accepted by the Contractor unless specifically objected to by the Contractor. The College may accept or reject Vendor's alternative proposals to the terms of this RFP. A proposal may be rejected if it is incomplete or conditional.

B. COVER LETTER

Each proposal will have a Cover Letter on the letterhead of the company or organization submitting the proposal. The Cover Letter must include the following information:

1. Briefly summarize the Contractor's ability to provide the services specified in the RFP.
2. A Statement that the Contractor is willing to perform the work described in the RFP and to enter into a contract with HACC, Central Pennsylvania’s Community College to perform the work. The Cover Letter must be signed by a person having the authority to commit the Contractor to a contract.
3. Information should include: the company name, federal Taxpayer Identification Number, address, telephone number, FAX number, name, and title of the person to contact, name(s) of principal(s) assigned to negotiate for Contractor (if any), and the name of the individual or company who will manage the project.
4. Certification as to correctness of the proposal and the authority of person signing to bind Contractor.
5. Acknowledgment and/or exceptions taken to the proposed terms and conditions.

C. DESCRIPTION OF QUALIFICATIONS

Each proposal must contain a description of the Contractor's qualifications to perform the services specified in this RFP.

D. CONTRACTOR HISTORY

Contractor shall provide a narrative demonstrating an established, successful track record of past performance in providing goods and services closely related to the requirements specified in this RFP. The narrative shall include three (3) reference accounts showing experience in receiving contracts for the delivery of services similar to the one proposed. References must include the following:

1. Name of the firm or corporation.
2. The dates of each contract or agreement under which the Contractor provided such services.
3. The names, address, and telephone number of a contract person for each contract.
4. A brief description of the related projects.

E. COST PROPOSAL

See Section: X. COST PROPOSAL SHEET for 10-11 Lease of Personal Computers and Laptops

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**EVALUATION
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS**

VII. EVALUATION:

A. PROPOSAL PROCESS

1. After the date established for receipt of proposals, a register of proposals shall be prepared which shall include the name of each Proposer. The register of proposals shall be open to public inspection only after award of the contract. No additional proposals will be accepted after the opening date.
2. The evaluation shall be based on the evaluation factors set forth in this request for proposal. Factors not specified in the request for proposal shall not be considered.
3. For the purpose of conducting discussions, proposals shall be initially classified as:
 - (a) responsive; or
 - (b) non-responsive.
4. Discussions may be held with one or more Proposers to:
 - (a) promote understanding of the College’s requirements and the Proposers’ proposals; and
 - (b) Facilitate arriving at a contract that will be most advantageous to the College taking into consideration all factors set forth in the request for proposals.
 - (c) Discussions may include oral presentations, interviews, demonstrations, responses to specific questions, modifications, and negotiations. Proposers shall not be informed of their rank at the time of discussions. The College reserves the right to visit and inspect other sites of the potential Contractor.
 - (d) Proposers must be prepared to send qualified personnel to discuss technical and contractual aspects of the proposal.
 - (e) One or more Proposers may be provided an opportunity to submit a “best and final” offer.
5. References and the credit and financial responsibility of the Proposers may be verified as appropriate.

B. EVALUATION CRITERIA

The selection of the Contractor will be made after evaluating proposals, based upon the responsiveness of the proposals to the goals and objectives of the College's needs. The College will evaluate:

- 1) Pricing
- 2) Responsiveness to the Request for Proposal
- 3) References
- 4) Service reputation

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**AWARD
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS**

VIII. AWARD:

The College will review all proposals. The College reserves the right to cancel the selection process or the negotiations when a selection is made, or at anytime prior to entering into a formal written agreement with the Contractor.

The College intends to execute a contract with the Contractor(s) submitting the proposal which the College determines to best meet the College's requirements. The College will be the sole judge of the acceptance of any and all proposals.

In awarding the contract, the College may take into consideration: pricing, responsiveness to the Request for Proposal, references, and service reputation. The inability of any respondent to meet the requirements may be cause for rejection of his/her proposal.

After selection approval by the colleges Board of Trustees, HACC, Central Pennsylvania’s Community College Central Administration Procurement Office will cause a contract/purchase order to be prepared for signatures by both parties. A contract(s) will be issued to the responsible Contractor(s) whose proposal is the most advantageous to the College, taking into consideration all evaluation factors. No other evaluation criteria, other than that outlined in this proposal, will be used.

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
IX. SPECIFICATIONS / EXHIBITS
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS**

INTRODUCTION: HACC, Central Pennsylvania’s Community College is going to replace two thousand, one hundred, twenty- seven (2,127) Personal Computers currently being leased during the months of September, October, and November of 2009 and one hundred and four (104) Laptops.

PERSONAL COMPUTER SPECIFICATION: The following is the equipment model of the Personal Computer and Monitors being obtained for lease:

COST FOR THE PERSONAL COMPUTER AND MONITOR (2,127units).....\$ 653.00/EA
COST FOR THE LAPTOPS (104 units).....\$ 815.00/EA
TOTAL AMOUNT BEING FINANCED.....\$1,473,691.00

Dell Optiplex 760

- OptiPlex 760 Minitower Base up to 88 percent efficient PSU (224-2212)
- Processor: Core 2 Duo E7400/2.8GHz, 3M 1066FSB, Opt 760 (317-0155)
- Memory: 4GB Non-ECC, 800MHz DDR2, 2X2GB OptiPlex (311-7444)
- Keyboard: Dell USB Keyboard, No Hot Keys English, Black, OptiPlex (330-1987)
- Monitor: Dell UltraSharp 2009W, Wide Flat Panel w/height Adjustable Stand, 20.0 Inch VIS, OptiPlex Precision and Latitude (320-6413)
- Video Card: 256MB ATI RADEON HD 3450 Graphics dual DVI and VGA and TV Out, FH, OptiPlex (320-7361)
- Hard Drive: 80GB SATA 10K RPM 3.0Gb/s 3.5 inch SATA2 16MB Data Burst Cache Dell OptiPlex (341-7168)
- Floppy Disk Drive: No Floppy Drive with Optical Filler Panel, Dell OptiPlex Minitower (341-3909)
- Operating System: Vista Home Basic Service Pack 1, with Media, 32 Bit English Dell Optiplex (420-8464)
- Mouse: Dell USB 2 Button Optical Mouse with Scroll, Black OptiPlex (330-2733)
- NIC: Intel Standard Manageability Hardware Enabled Systems Management, Dell OptiPlex (330-2902)
- CD-ROM or DVD-ROM Drive: 16X DVD-ROM SATA, Data Only Dell OptiPlex Desktop and Minitower (313-7103)
- CD-ROM or DVD-ROM Drive: Cyberlink Power DVD 8.2, with Media, Dell Relationship LOB (421-0536)
- Sound Card: Heat Sink, Mainstream, Dell OptiPlex Mini Tower (311-9522)
- Speakers: Internal Chassis Speaker Option, Dell OptiPlex (313-3350)
- Cable: OptiPlex 760 Minitower Up to 88 Percent Efficient Power Supply (330-1981)
- Documentation Diskette: Documentation, English, Dell OptiPlex (330-1710)
- Documentation Diskette: Power Cord, 125V, 2M, C13, Dell OptiPlex (330-1711)
- Factory Installed Software: Dell Energy Smart Power Management Settings Enabled OPTI 760 (330-4817)
- Software Disk Two: Chassis Intrusion Switch, DellOptiPlex Minitower (310-9505)
- Resource DVD contains Diagnostics and Drivers for Dell OptiPlex (330-3686)
- Basic Support: Next Business Day Parts and Labor Onsite Response 2 Year Extended (991-3622)
- Basic Support: Next Business Day Parts and Labor Onsite Response Initial Year (991-6350)
- Dell Hardware Limited Warranty Plus Onsite Services Extended Year(s) (992-6508)
- Standard On-Site Installation Declined (900-9987)
- Shipping Material for System Smith Minitower, Dell OptiPlex (330-1186)
-

Laptop Latitude E5500

- Latitude E5500, Intel Core 2 Duo P8400, 2.26GHz, 3M L2 Cache, 1066MHz (223-9862)
- Memory: 4.0GB, DDR2-800 SDRAM, 2 DIMM (311-8827)
- Keyboard: Internal English Keyboard Single Pointing for Latitude Notebooks (330-1000)
- Documentation (English) Latitude E-Family/Mobile Precision (330-1652)
- Video Card: Intel integrated Graphics Media Accelerator 4500MHD, Latitude E5X00 (320-6894)
- Hard: 80GB Hard Drive 9.5MM, 5400RPM for Latitude EE5X00(341-7580)
- Hard Drive Controller: Single pointing touchpad for Latitude E5500 (311-8955)
- Screen: 15.4" Wide Screen WXGA LCD for Latitude E5500 (320-6895)
- Operating System: Vista Home Basic Service Pack 1, with media, English Latitude (420-8732)
- TBU: US 3FT, 3-Pin Flat E-Family Power Cord for Latitude E-Family (330-0879)
- TBU: 90W 3-Pin, AC Adapter for Latitude E5400/5500 (330-1970)
- CD-ROM or DVD-ROM Drive: 8X DVD+/-RW for Latitude E5X00 (313-6663)
- CD-ROM or DVD-ROM Drive: Roxio Creator Dell Edition, 9.0 Dell Latitude/Mobile Precision (420-8010)
- CD-ROM or DVD-ROM Drive: Cyberlink Power DVD 8.2, with Media, Dell Relationship LOB (421-0536)
- Processor Cable: Dell WLAN 1397 (802.11b/g ½ MiniCard for Latitude E/MobilePrecision (430-3085)
- Factory Installed Software: Resource DVD w/Diagnostics and Drivers for Latitude e5500 Notebook (330-1005)
- Battery: 6-Cell/54 – WHr Battery for Latitude E5X00 (312-0743)
- Dell Hardware Limited Warranty Plus Onsite Service Initial Year (991-5247)
- Basic Support: Next Business Day Parts and Labor Onsite Response 2 Year Extended (989-5862)
- Basic Support: Next Business Day Parts and Labor Onsite Response Initial Year (989-8570)
- Dell Hardware Limited Warranty Plus Onsite Service Extended Year(s) (991-5378)
- CompleteCare Accidental DamageProtection, 3 Year (989-6252)
- Info, Complete Care (988-7689)

SHIPPING SCHEDULE: The Lessor is expected to coordinate with the Supplier of the Personal Computers and Laptops, the common carrier, and HACC all shipments and keep HACC advised on the delivery date.

Location	September	October	November	Final Total
Harrisburg Campus	386	341	496	1223
Gettysburg Campus	90	0	36	126
Lancaster Campus	147	101	269	517
Lebanon Campus	73	0	77	150
York Campus	43	0	68	111
Total	739	442	946	2127

Note: All the Wildwood, Penn Center, and CCTA computers will be shipped to the Harrisburg Campus.

- a) The College will accept delivery preferably during the hours of 6:30AM and 7:30AM with a three day window for the September, October, and November 2009 orders.
- b) The shipping carrier must call the day before (business day) to advise the College of the pending shipment.
- c) The contact is:

Doug Davis Director of Systems Services 717-780-1929 office 717-773-9574 cell	or	Garry Crider Purchasing Manager 717-780-1164 office 717-780-2349 (Mike McEnany - Buyer)
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SHIPPING ADDRESSES:

Harrisburg Campus	One HACC Drive Switchgear Building Harrisburg, PA 17110 Access to a loading dock w/forklift
Gettysburg Campus	731 Old Harrisburg Road Gettysburg, PA 17325 Rear Loading Dock w/hand pallet jack
Lancaster Campus	1641 Old Philadelphia Pike Lancaster, PA 17602 Access to a loading dock w/forklift
Lebanon Campus	735 Cumberland Street Lebanon, PA 17042 Access to a loading dock w/hand pallet jack
York Center	2010 Pennsylvania Avenue York, PA 17404 Access to a loading dock w/hand pallet jack

LEASE STRUCTURE:

- 1) A Master Lease will be negotiated. It is expected that the terms and conditions identified in this Request for Proposal will become a material part of any Master Lease presented by the Lessor. If there are conflicts with any Term and Condition, the Lessor must identify and offer alternate language in there Bid Proposal.
- 2) Each "Equipment Schedule" will define each Financial Transaction. Each Schedule will clearly define the following:
 - a) Start date of lease
 - b) End date of lease
 - c) Lease Term in months
 - d) Lease Agreement Number / Schedule Number
 - e) Description of equipment being leased
 - f) Amount being leased
 - g) Payment will be billed quarterly
- 3) The following information must be clearly shown on all invoicing:
 - a) Time Period of invoice – i.e. October 1 thru October 31, 2006
 - b) Can only bill one invoice to one Schedule – cannot combine schedules in one invoice
 - c) Lease Schedule Number
 - d) HACC's Purchase Order Number
 - e) Brief description of equipment being leased
 - f) Quarterly amount being invoiced only – do not show previous balance activity on invoices. Only show past due activity on Statements if necessary.
- 4) Late Fee situations:

There will be two times during the Fiscal Year (July 1st thru June 30th) that HACC will not pay late fees.

10-11 Lease of Personal Computers and Laptops

Due to HACC being closed during the Christmas Holidays (December 24 through January 2), there are reasons invoicing may not be processed before the Holidays. When staff comes back from the Holidays, HACC will make a strong effort to process all invoicing as close to the due date as possible.

The other period is during our Fiscal Year end activities. All new Purchase Orders for the new fiscal year cannot be processed until after July 1st and with the July 4th Holiday, along with extended vacations, HACC cannot process any invoice(s) for the new Fiscal Year until around July 5th or later.

These two time frames must be taken into account with any lease payment terms.

- 5) The lease shall be structured as pre-determined Fair Market Value or Fixed Purchase Option Lease with the end of term value set at **\$150.00** per Personal Computer w/Monitor and **\$150.00** per Laptop
- 6) Lease Schedule Start Dates will occur on the first day of the month following delivery. Lessor and HACC must agree to the start date and end date of the lease.
- 7) Lessor will itemize all charges that will occur during the term of the lease. This will be defined in Section X: Cost Proposal Sheet.
- 8) The Lease Term **will be** for thirty-six (36) months.
- 9) Lease **will not** automatically renew. It will be the Lessors responsibility to contact Lessee's Purchasing Department ninety (90) days prior to the lease end date to discuss end of lease options. The Lessee will advise Lessor of the selected option sixty (60) days prior to the lease end date.
- 10) HACC is self-insured – **will not** require Lessor insurance.
- 11) HACC **will not accept** "Interim Rent" charges.
- 12) Lease documentation: The Lessor who is awarded the bid will be expected to supply HACC an electronic version of all Lease Documents in WORD format in order to "red-line" changes during the Legal Review.
- 13) The Lessor must supply with the Bid Proposal a blank copy of **all** lease documents that will be required to be executed during the term of the lease. This includes documents such as Master Lease, Schedules, Acceptance Certificates, Exhibits, standard letter agreements, etc.
- 14) Returning Equipment conditions:
 - a) At the end of lease term, the return destination will not exceed eight-hundred (800) miles from Harrisburg, Pa.
 - b) When returning the equipment leased, Personal Computers and Monitors will be like for like or greater value, rather than serial number specific.
 - c) HACC will not be liable for normal wear and tear on the equipment and will not be subject to a reconditioning fee.
 - d) When shipping the PCs to the determined destination, shrink wrap to skids will be an acceptable means of packaging.
- 15) Payment Terms:
 - a) Net 30 Days
 - b) No advance payments or deposits (i.e. Last Payment at beginning of lease) **will** be allowed by the Lessor.

10-11 Lease of Personal Computers and Laptops

- 16) In our current environment, HACC administers a “Self Service Program” on the Personal Computers and Monitors. In conjunction with this Request for Proposal, HACC will continue the “Self Service Program”.
- 17) At the end of lease, HACC may return all the Personal Computers/Monitors or a portion of the leased equipment.
- 18) HACC’s financials will be supplied only upon request.

X. COST PROPOSAL SHEET for 07-03: PC Lease

The Bidders shall propose the costs to furnish the services in accordance with this RFP. Award will be made to the Contractor(s) whose proposal is most advantageous to the College.

Each item must be priced. For those costs where the Bidder will not charge, a zero must be entered.

- 1) Lease Factor Rate for the Personal Computers/Monitors: _____%
Based on quarterly payments.
- 2) Quarterly Rent Payment (must be divisible by 3): \$ _____
(i.e. quarterly rent = \$333.33 // monthly rent = \$111.11)
- 3) Documentation Fees: \$ _____
- 4) UCC Filing Fees: \$ _____
- 5) Late Payment Charges: (excluding paragraph 4 – Late Fees
situation in IX: Exhibits / Specifications) _____ Define
- 6) Processing Fees: \$ _____
- 7) Other Fees not identified: \$ _____ itemize _____
NOTE: Any additional lease cost not identified here cannot be billed to HACC at anytime during the lease.

Other Questions:

- 1) Do you acknowledge all the conditions discussed within this Request for Proposal.
YES _____ NO _____
- 2) A Stipulated Loss Values Schedule must accompany Proposal.
- 3) Is your firm capable of delivering the necessary information on the Equipment Schedules as defined in paragraph two (2) in Section IX: Exhibits / Specifications?
YES _____ NO _____

4) Is your firm capable of delivering the necessary information on the invoicing as defined in paragraph three (3) in Section IX: Exhibits / Specifications?

YES _____ NO _____

5) Does you firm understand and accept the Late Fee situation discussed in paragraph four (4) in Section IX: Exhibits / Specifications?

YES _____ NO _____

Bidder agrees that any contract entered into will include all the conditions of this Request for Proposal, and if any terms and conditions conflict, the Lessor will modify any Master Lease or Schedule to include such conditions before submitting such contracts.

OFFER GUARANTEED FROM DATE SHOWN BELOW THROUGH THE EXECUTION OF THE LAST AGREEMENT FOR THE EQUIPMENT DELIVERED.

Company Name: _____

Authorized Signature: _____

Name (Printed): _____

Title: _____

Date: _____

10-11 Lease of Personal Computers and Laptops

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**XI: NOTIFICATION OF INTENT TO ATTEND MANDATORY SITE VISIT
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS**

NONE REQUIRED

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

**XII: NOTIFICATION OF INTENT TO SUBMIT PROPOSAL
FOR
10-11 LEASE OF PERSONAL COMPUTERS AND LAPTOPS**

Please refer to the Request for Proposal Package covering Lease of Personal Computers and Laptops for Proposal Number 10-11 Lease of Personal Computers and Laptops.

If you are interested in submitting a Proposal, please fill out the information requested below and return this form to Garry Crider, Purchasing Manager, HACC, Central Pennsylvania’s Community College, One HACC Drive, Harrisburg, PA 17110 no later than August 17, 2009, by 12:00PM. Or fax this document to 717-780-2325 or e-mail this document to cgcrider@hacc.edu.

Name of Organization _____

Mailing Address _____

Email Address: _____

Representative’s Name _____

Representative's Title _____

Phone Number _____

FAX Number _____

We intend on doing the following: (check one)

- 1. () We will submit a Proposal
- 2. () We will NOT submit a Proposal

If number 2 is checked, please give a brief explanation in the spaces provided.

Signed: _____ Date: _____

HACC, Central Pennsylvania's Community College
REQUEST FOR PROPOSAL
10-11 – LEASE OF PERSONAL COMPUTERS AND LAPTOPS

HACC, Central Pennsylvania's Community College is requesting quotes for Lease of Personal Computers and Laptops facility. A copy of RFP # 10-11 may be obtained at: www.hacc.edu (click on "Business & Community" – under "Purchasing", click on "Request for Proposals") beginning August 7, 2009. Responses due by 11:00AM on August 18, 2009 in Whitaker Hall room 130A. HACC, Central Pennsylvania's Community College reserves the right to accept or reject any or all Proposals. HACC is committed to providing opportunities for Minority Business Enterprises (MBE), and Woman Business Enterprises (WBE). HACC encourages MBE and WBE firms to submit a Proposal for the Work and all bidders to proactively solicit MBE and WBE firms in the bidding and subcontracting process.